

**OFFICE OF SENATOR MURKOWSKI  
2005 HIGH SCHOOL  
INTERN APPLICATION**

Senator Lisa Murkowski  
709 Hart Senate Office Building  
Washington, D.C. 20510-0203  
(202) 224-6665

## **OVERVIEW**

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Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a certain level of maturity and responsibility from our interns. Holding them to these standards allows us to give interns the freedom of living on their own and the ability to explore Washington, D.C. during their free time. Please be aware that we have a zero tolerance policy for alcohol and drug use.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer.

## **WHO MAY APPLY**

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Senator Murkowski's intern program is open only to Alaskan high school students completing their senior year.

## **QUALIFICATIONS**

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We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize that their actions reflect upon their parents, the State, and the Senator while they are in Washington, D.C.

## **WHEN**

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There are two sessions, lasting four weeks each. The first session runs from June 4 - July 2, 2005, and the second session runs from July 9 - August 6, 2005. You should designate which session you would prefer to attend on the application. You may participate in one session only. Special arrangements can be made for students wishing to participate in the first session who will be graduating on or right around June 4, 2005, to arrive in Washington, D.C. as soon as possible after graduation. However, we encourage students whose graduation dates conflict with the beginning of the first session to apply for the second session.

## **ACTIVITIES**

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Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski during her daily routine.

A number of tours and social events, including evening activities, a day at a local amusement park, and a trip to the beach are all part of the complete program.

## **SALARY**

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**Please understand that this is not a government-funded program. Alaskan businesses and Alaskan individuals who are interested in supporting Alaska's next generation generously donate to cover all**

program expenses, except salary and room and board, in order to assist in making this experience possible.

The benefit to our interns is the valuable work experience and knowledge of our government and our Nation's Capital rather than financial gain. The stipend is offered as a means of defraying much of the individual's costs of attending.

Interns will be paid a stipend of \$350/week out of the office budget. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes (such as federal and social security taxes), so the actual stipend will be slightly less. Air transportation to and from Washington, D.C. may be provided by Alaskan corporate sponsors subject to the availability of funds. Most interns have found that additional personal funds are necessary to cover some of their expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely solely on their semimonthly paychecks.

## HOUSING AND EXPENSES

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The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session. **Linens, pillows, blankets, and kitchen appliances will not be provided by GWU.**

Interns are responsible for the cost of housing. The housing this year will be about \$1000.00 per intern, payable by the interns several weeks before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns.

Daily transportation to and from the office via the Metro subway will average \$2.70 each day. There are additional Metro costs associated with various tours in the area as well, totaling approximately \$10.00 for the month, as well as Metro use during spare time.

Interns will spend approximately \$15/day on food, unless they choose to eat out. Interns can lower the cost of food considerably by purchasing groceries and using the kitchenettes in their rooms, and by bringing lunch to the office instead of purchasing food in the cafeterias.

## HOW TO APPLY

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We are seeking a variety of active and enthusiastic Alaskans from all over the State to fill a total of twenty positions. Since there are far more applicants than positions available, please apply as soon as possible to ensure that your application is received in a timely manner. The attached application, along with the essay and letters of recommendation, should be completed and faxed to 202-224-5301 no later than **April 1, 2005**.

If faxing the application is not possible, please mail the application to the following address:

Senator Lisa Murkowski  
Attn: Intern Coordinator  
709 Hart Senate Office Building  
Washington, D.C. 20510

However, mail security screenings have significantly slowed our mail delivery, and we cannot promise that applications postmarked by April 1, 2005, will be received in time to be considered.

Applicants will be notified of selection on or around **May 1, 2005**. Additional applications or information can be obtained by writing the above address, by visiting our website: [www.murkowski.senate.gov/internship.html](http://www.murkowski.senate.gov/internship.html), or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665.

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**Personal Information**

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Name	M / F	Date
(last, first, middle)		

Social Security Number	United States citizen?	Y/N
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Mailing Address	City	State	Zip Code
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Street Address	City	State	Zip Code
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Home phone (       )	Email
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Date of Birth	Place of Birth	How long have you lived in Alaska?
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Mother's Name	Work phone (       )
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Father's Name	Work phone (       )
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Session applying for	First Session <input type="checkbox"/>	Second Session <input type="checkbox"/>	Either <input type="checkbox"/>
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*You may attend only one session*

The first session is from **June 4 to July 2** and the second session is from **July 9 to August 6**

**Education**

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High School

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Address

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GPA	Are you currently a high school senior?	Y/N	Graduation date
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Extracurricular Activities

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Honors or Awards

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Special Skills

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Post High School Plans and Intended Course of Study

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**Employment History**

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Please begin with most recent employer

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1. Employer Dates of employment

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Address

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City State Zip code

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Phone (   )

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Title/Duties

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2. Employer Dates of employment

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Address

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City State Zip code

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Phone (   )

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Title/Duties

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## Recommendations

Please include one letter of recommendation

## References

Please list three references who have known you at least two years

## 1. Reference

Work phone (                      )                      Home phone (                      )

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Relationship

## 2. Reference

Work phone ( ) Home phone ( )

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Relationship

### 3. Reference

Work phone (                      )                      Home phone (                      )

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Relationship

## Essay Question

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On an additional sheet of paper, please answer the following question:

### **Why do you want to be an intern in the Office of Senator Lisa Murkowski?**

In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office? *(Please keep in mind that this essay is indicative of your writing skills as well as your ability to express yourself)*

## Consent

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**The information given above is complete and accurate to the best of my knowledge:**

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Applicant's signature

Date

### **For parents/guardians of intern applicants:**

I have read the attached information and I grant permission for\_\_\_\_\_

\_\_\_\_\_to participate in the program if accepted.

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Parent or Guardian's signature

Date

**Completed applications should be faxed to 202-224-5301 no later than April 1, 2005.** If faxing the application is not possible, please mail the application to the following address:

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